

# Soil and Water Engineer

**Dept: Soil and Water**

**FLSA Status: Non-Exempt**

## General Definition of Work

Performs intermediate skilled technical work engineering the installation measures that protect or improve natural resources in water and soil, preparing records and reports, providing financial incentives to landowners, and related work as apparent or assigned. Work is performed under the general direction of the Soil and Water Administrator and Soil and Water Board of Supervisors. Continuous supervision is exercised over Soil & Water Environmental Specialist.

## Qualification Requirements

*To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.*

## Essential Functions

- Performs site investigations for landowners.
- Prepares engineering designs for conservation practices.
- Prepares conservation plans.
- Prepares contract documents for cost share programs.
- Conducts surveys for the installation of conservation practices.
- Ensures construction is in accordance with prepared plans.
- Prepares nutrient management plans.
- Assists with training of staff.
- Plans and participates in annual spot checks of program funded practices.
- Abides by, enforces and participates in the implementation and ongoing oversight of Randolph County Government safety standards and regulations.

## Knowledge, Skills and Abilities

Thorough knowledge of the principles and practices of civil engineering as related to the preparation of plans and specifications in the area assigned; general knowledge of standard office equipment, hardware and software; general knowledge of business English, spelling and arithmetic; general knowledge of modern methods and techniques as applied to the design of public works and utility projects; thorough skill using civil engineering instruments and equipment; thorough skill using computer aided design software; ability to perform engineering computations and to make recommendations on engineering problems and planning; ability to make arithmetic computations using whole numbers, fractions and decimals; ability to compute rates, ratios and percentages; ability to communicate effectively, both orally and in person; ability to understand and apply governmental accounting practices in maintenance of financial records; ability to perform a considerable volume of detailed record work; ability to type accurately at a reasonable rate of speed; ability to calculate complex cost reports; ability to establish and maintain effective working relationships with elected officials, associates, contractors and the general public.

## Education and Experience

Bachelor's degree in civil, environmental or agricultural engineering, or related field and three to five years experience working in civil, environmental or agricultural engineering, or equivalent combination of education and experience.

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## Physical Requirements

This work requires the occasional exertion of up to 10 pounds of force; work regularly requires speaking or hearing, using hands to finger, handle or feel and reaching with hands and arms, frequently requires standing, walking and climbing or balancing and occasionally requires sitting, stooping, kneeling, crouching or crawling, tasting or smelling, pushing or pulling, lifting and repetitive motions; work requires close vision, distance vision, ability to adjust focus, depth perception, color perception and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work regularly requires exposure to outdoor weather conditions and occasionally requires working near moving mechanical parts, exposure to toxic or caustic chemicals and exposure to the risk of electrical shock; work is generally in a moderately noisy location (e.g. business office, light traffic).

## Special Requirements

- Professional Engineering (PE) license.
- Valid North Carolina Driver's License within 60 days of employment.

## Competencies

**Leading with Integrity:** Exhibits ethical and moral behavior in everyday business conduct; Earns trust of others by; disclosing information and admitting mistakes; Recognizes and resolves ethical questions; Ensures organizational ethics are widely understood; Encourages open discussion of ethical issues; Creates an environment that rewards ethical behavior

**Negotiation Skills:** Clarifies interests and positions of all parties; Adjusts tactics to achieve desired results; Manages conflict, manipulation, and strong emotions; Develops alternative options for mutual gain; Builds consensus through give and take

**Managing Customer Focus:** Promotes customer focus; Establishes customer service standards; Provides training in customer service delivery; Monitors customer satisfaction; Develops new approaches to meeting customer needs

**Quality Management:** Fosters quality focus in others; Sets clear quality requirements; Measures key outcomes; Solicits and applies customer feedback; Improves processes, products, and services

**Team Leadership:** Fosters team cooperation; Defines team roles and responsibilities; Supports group problem solving; Ensures progress toward goals; Acknowledges team accomplishments

**Change Management:** Develops workable implementation plans; Communicates change effectively; Builds commitment and overcomes resistance; Prepares and supports those affected by change; Monitors transition and evaluates results

**Managing People:** Defines responsibilities and expectations; Includes subordinates in planning; Takes responsibility for subordinates' activities; Makes self available to subordinates; Provides regular performance feedback; Develops subordinates' skills and encourages growth; Sets goals and objectives; Motivates for increased results; Recognizes contributions of others

## Soil and Water Engineer

I have read and understand my job responsibilities as outlined in this job description and will abide by and follow these duties.

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Employee Name (Printed)

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Employee Signature

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Manager Name (Printed)

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Manager Signature

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Date